



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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April 23, 2010

TO: All City and Town Clerk-Treasurers, City Clerks and City Controllers

SUBJECT: Annual Training School

Pursuant to the provisions of IC 5-11-14, the State Board of Accounts will conduct a two-day training school on Tuesday and Wednesday, June 15 and 16, 2010, for all City and Town Clerk-Treasurers, City Clerks, and City Controllers at the Indianapolis Marriott North, 3645 River Crossing Parkway, Indianapolis, Indiana. Registration will be provided each day of the school in the Pre-Function Area. Each day of the school will start promptly at 9:00 A.M., E.S.T.

The training offered at this school is a joint effort of the State Board of Accounts with the Indiana League of Municipal Clerks and Treasurers. This year's June School is part of the League's Annual Conference which will be held during the week of June 13 through June 17, 2010. The Indiana League of Municipal Clerks and Treasurers has made arrangements for lunch and break refreshments for each day of the school. Questions related to registration should be directed to Ms. Jayne Deckard, IAMC/CMC, Clerk-Treasurer, City of Princeton, 310 West State Street, Princeton, Indiana 47670, telephone (812) 385-3283. Deadline for advance registration is May 21. No late mail-in registrations will be accepted after May 21. The Indiana League of Municipal Clerks and Treasurers sent registration materials to all clerk-treasurers, clerks, and controllers in the last issue of Quest. Please use these forms for making registration arrangements.

The discussions at the school will include the duties and responsibilities of your office, federal and state accounting requirements, new legislation, the open door law, record retention, CTAR preparation, and budget preparation. If you have particular questions you would like discussed, please direct them to Charlie Pride of this office prior to June 4, 2010.

We are enclosing a tentative agenda for the meeting. As you will note, we plan to have a question and answer session on Wednesday afternoon. A question box will be provided on both days of the school for deposit of your written questions.

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As provided in IC 5-11-14-1, "the elected official, at the direction of the State Examiner, may require the attendance of:

- (1) Each of his appointed and acting chief deputies or chief assistants: and
- (2) If the number of deputies or assistants employed:
 - (A) does not exceed three (3), one (1) of his appointed and acting deputies or assistants; or
 - (B) exceeds three (3), two (2) of his duly appointed acting deputies and assistants."

Each official, deputy, or assistant attending the conference shall be allowed a sum for mileage at a rate per mile set by your city or town council for each mile necessarily traveled in going to and returning from the school. Only one (1) mileage shall be allowed to the official, deputy, or assistant furnishing the conveyance, although they may be transporting more than one (1) person. Each official, deputy, or assistant will also be allowed an allowance for lodging expense for the nights preceding the meeting dates, not to exceed the single room rate each night.

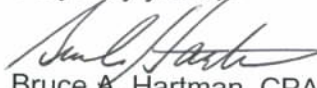
Reimbursement for meals purchased while attending the school in an amount determined by the city or town council is also authorized.

The State Board of Accounts will certify attendance for the school to each official, deputy, deputies or assistants attending. All payments of lodging, mileage, and meals purchased shall be made by the proper disbursing officer in the manner provided by law on a duly verified claim or voucher to which shall be attached the Certificate of the State Board of Accounts. All payments shall be made from the general fund from any money not otherwise appropriated and without any previous appropriation being made therefore.

It is agreeable for other persons (not mentioned in the statute) from your office or other city or town officials to attend the school. However, such other persons must have prior approval from your city or town's governing body and any expenditures must be reimbursed from funds appropriated for this purpose.

You are cordially requested to attend the school which has been called in an effort to assist you in properly discharging the duties and responsibilities of your office.

Very truly yours,


Bruce A. Hartman, CPA
State Examiner

CWP:dsk
Enclosure

AGENDA
STATE BOARD OF ACCOUNTS SCHOOL
INDIANAPOLIS MARRIOTT NORTH
TUESDAY, JUNE 15, 2010

Registration - Each day in the Pre-Function Area

WHITCOMB BALLROOM

9:00 AM	Welcome Mr. Bruce A. Hartman, CPA, State Examiner State Board of Accounts (SBA) Mr. Brian Bailey, Acting Commissioner Department of Local Government Finance (DLGF)
9:15 AM	New Legislation/Uniform Compliance Guidelines Mr. Charles W. Pride, Sr., CPA (SBA)
10:15 AM	BREAK
10:30 AM	The Open Door Law Mr. Andrew Kossack, Public Access Counselor (PAC)
11:15 AM	Public Records Retention Mr. Jim Corridan, State Archivist, Director Indiana Commission on Public Records (ICPR)
12:00 PM	LUNCH

AGENDA
STATE BOARD OF ACCOUNTS SCHOOL
INDIANAPOLIS MARRIOTT NORTH
WEDNESDAY, JUNE 16, 2010

Registration - Each day in the Pre-Function Area

WHITCOMB BALLROOM

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| 9:00 AM | Public Employees Retirement Fund (PERF) Update
Ms. Tommie Wilson, Retirement Services Consultant (PERF) |
| 10:00 AM | BREAK |
| 10:30 AM | Computerized Annual Report/Computerized Budget Filing
Ms. Carol Rogers, Deputy Director and CIO, IBRC, Indiana University
Ms. Sarah Ancel, Deputy Director (DLGF)
Mr. Jeff Volz, Director, Data Analysis Division (DLGF)
Mr. John Eppley, CPA, CISA (SBOA) |
| 11:30 AM | LUNCH |
| 1:00 PM | Budget Preparation Guidelines
Mr. Dan Jones, Assistant Budget Director (DLGF) |
| 2:00 PM | BREAK |
| 2:15 PM | Question and Answer Session/Wrap-up*
Mr. Todd A. Austin, CPA (SBA)
Mr. Charles W. Pride, Sr., CPA (SBA)
Mr. Dan Jones (DLGF) |
| 3:00 PM | Adjourn |

*A question box will be provided on both days of the school for deposit of your written questions.